

MEETING MINUTES

Monday, November 16, 2015

1:00 p.m.

Clallam Transit System (CTS)
830 West Lauridsen Boulevard
Port Angeles, Washington 98363

Board Members Present

Jim McEntire, Clallam County
Dennis Smith, City of Sequim
Bill Peach, Clallam County
Genaveve Starr, City of Sequim
Juanita Weissenfels, City of Forks
Patrick Downie, City of Port Angeles
Ed Stanard, ATU, Local 587, Representative

Staff Present

Wendy Clark-Getzin, PE, General Manager
Kevin Gallacci, Maintenance Manager
Clint Wetzel, Operations Manager
Mary Bower, CMC, Clerk to the Board
Samantha Benedict, Administrative Services
Assistant, Deputy Clerk to the Board

I. Call to Order

Due to the absence of both the Chairman and Vice Chairman, Mary Bower, Clerk to the Board, called the meeting to order at 1:02 p.m. in accordance with the New Robert's Rules of Order. Mary then asked for the attending members of the Board to elect a Chair Pro Tem to conduct the remainder of the regular meeting. **Dennis Smith moved and Juanita Weissenfels seconded to elect Patrick Downie to act as Chair Pro Tem for this meeting. Motion carried unanimously. So ordered.**

II. Introduction of Guests and/or Additional Items for the Agenda

It was noted that Bryon Monohon, Lee Whethem, Brad Collins and Mike Breidenbach all had excused absences. Jim McEntire attended via telephone. Superintendent Sarah Creachbaum from Olympic National Park was in attendance for a presentation later in the agenda.

III. Public Comment- None.

IV. Presentations

A. Federal National Park Service (NPS) Highway 101 Project at Lake Crescent – Superintendent Sarah Creachbaum

CTS memo K-13 was provided for reference. Sarah Creachbaum presented an overview of the project at Lake Crescent on Highway 101. This project is basically the resurfacing of and technical repairs to 12.3 miles of federal highway/park roadway from the park boundary on the eastside to Sol Duc road. The roadway has been in great need of repair for a while. The total project cost is about \$20-\$28 million. Money comes through the Federal Lands Transportation Program. The park has begun the environmental assessment where they received public comment and comment letters which were divided by topic. Six alternatives were presented and the feedback received was that people were not happy with any alternatives that would involve long term closure of the roadway. Highway 112 was not a popular

detour route. The public wants the park to look at any avenue that would involve lowering the impact to commuters and wait time. They are still at the beginning of the process and have looked at all comments to incorporate into the plan.

The next round of public comment is after the first of the year. She mentioned that they are looking at options to a possible 30 minute delay on the roads rather than closing the road. Limiting safety concerns and commuting concerns. Dennis Smith asked whether the 20 million was what was available or what the project was projected to cost. Sarah responded that the 20 million is the amount that the federal highway programs/transportation bill has available and that this program is on the list to be considered to receive it. Dennis also asked about the time of year they project that this will be started. Sarah said that they are doing the best they can to propose the specifics of the possibilities of the time frame to the public so they can see how it may impact them directly. She said she has been surprised at the level of comment received. Dennis asked if work would be done in sections. Sarah said yes.

Wendy Clark-Getzin mentioned that the Project Manager, Kirk Loffgarten has been pleasant to work with on other projects and that concerns with preserving the area and transit concerns were addressed. Patrick recognized that it's still early but wanted to know, subject to these things, when will the project get started. Sarah said at this point there is still potential that the project may not go forward. If we were to proceed at this point estimated start date would be Spring 2017. Patrick then asked about the completion dates. Sarah clarified that because of the timeframe being recalculated based on what the public decides they need/want, it's a little up in the air, i.e could be one season to two seasons (three to six months). She said that since the public does not want the road closed, it would have to be done in sections, making the timeframe of impact a bit longer. Wendy asked within this \$20 million if there were mitigation dollars set aside. Sarah said no, there are no mitigation dollars. Funds are for construction contract only, although the question could be asked elsewhere.

Bill Peach asked when will the revised document be available for the public and when will further public meetings occur. Sarah responded that currently the draft and environmental assessment will be available after January 1. She also commented that the time is important so that the public can formulate their thoughts in public meetings. In January the document will be sent out and they will then anticipate a longer comment period until middle of February. They will send out a communication about it and are flexible with the meetings dates and times. Wendy thanked Sarah for being present today and mentioned that she feels positive about the time frame. Bill commented that there were parts of the process involving blasting during which the road would have to be shut down completely. Sarah confirmed and said that they would give the public advance notice. Genaveve Starr asked if this is this going to change the highway very much because of the blasting. Sarah clarified that the blasting is just resurfacing of the road, not actually rerouting. Bill confirmed the timeline for the process between now and completion. Sarah noted a lot of this is built on controversy, meaning that if they did only what the law requires then there would not be additional meetings, but they want to build meetings based off of what the public wants. If the public wants more meetings the park will provide them. Bill thanked her and the park for listening to the west end. Patrick clarified the mile

markers and locations of the start and end of the project. Patrick thanked Sarah for her time. There were no further questions.

B. Retirement Recognition – Dispatcher Bob Kuhn

CTS memo K-2 was provided for reference. Wendy noted while Bob Kuhn's retirement will occur in January 2016 this is his last work week. Clint Wetzel said Bob has been at CTS 18-plus years and has been a Dispatcher since 2009. He said Bob has helped with adjusting routes and has provided great insight on various projects. Wendy also mentioned that Bob has been vital in her understanding of Clallam Transit. He has listened to the public and treated them with valued care especially in regards to the Sequim Shuttle. Wendy and Clint both wished him well and thanked him for his service. Patrick gave Bob the opportunity to speak. Bob said he hoped that his attempts to improve service made things a little bit better. The Board thanked Bob for his service.

V. Correspondence

Wendy reviewed each item of correspondence briefly. She thanked supervisors for preparing the commendations. Patrick added that he knows Priscilla Hudson and knows her to be a responsible individual and highly values her comments based off his prior experience with her.

VI. CTS Monthly Financial Statements Review

CTS memo K-10, Budget Variance Report, Treasurer's Report and the Twelve month Rolling Operating Statistics were all reviewed by Wendy in the absence of Melinda Smithson. Grant funds will still be under budget at the end of the year. Expenses for the month were slightly over budget due to the fact that there were more payrolls in October than September. Fuel costs are coming in below budget. Expenses are under budget \$14,000. Wendy reviewed the status of investments. She added CTS may add another bond investment in the system's portfolio. Patrick recalled that in January there will be a new bank, First Security Bank to replace Bank of America. He said CTS may want to talk to them. Genaveve asked about the system's relationship with Loomis. She questioned the timing of the fare revenues deposits. Wendy responded to her comment. Dennis added that if there was a misrepresentation of the facts due to their lack of timeliness with the deposits then CTS should fire them. Wendy mentioned that staff keeps good track in order to hold them accountable. They are the only service available in this area. A lack of competition is an issue as reflected by the state. The processing fees are the struggle and staff is currently restructuring that process. Patrick added that he agrees with Dennis. This topic came up in the audit and he feels that everything has been on the track to fix the issues. Bill asked if there is a record of the communication with them in regards to this and Wendy said there is a record. Ed Stanard asked if there is anything CTS can do to help the process. Staff is continuing to track what is happening and hopes to be on top of it before it becomes a larger issue.

VII. Consent Agenda:

The Chairman Pro Tem read the Consent Agenda items by title: VII.A Approval of the Minutes of the October 19, 2015 Board Meeting; VII.B. Acceptance of Payment Listing for Board Approval for October 2015 in the amount of \$870,167.56; VIII.C CTS Resolution no. 44:2015 to Recognize Dispatcher Bob Kuhn for his Years of Service Upon his Retirement. **Geneveve motioned and Bill seconded to approve the Consent Agenda as presented. Motion approved unanimously. So ordered.**

VIII. For Board Action

A. Authorization to Publish Legal Notice for Public Hearing on the Proposed 2016 Budget

Wendy referred to the proposed 2016 budget assumptions and factors which will be provided for public comment. This information has been updated to reflect what was heard at the budget workshop as well as including new items. One item that has changed is the CPI-U Seattle/Tacoma/Bremerton projection. Wages were adjusted from 1.4 percent to 1.6 percent. OPEB longterm liability is separated from the benefits. There are slightly increased revenue hours for fixed route and some minor service changes in the operating budget that will be supported. Some discussion occurred on the transfer of funds to designated reserves. An additional \$163,000 will come in for paratransit capital needs through the consolidated grant process. Wendy reviewed the budget items that were included to show totals and asked for general questions. Juanita asked about the reduction in maintenance wages. Wendy mentioned that there is a restructuring process for that. Kevin Gallacci clarified how that works. Juanita just wanted to confirm that there was not an actual cut in wages for the employees. **Genaveve moved and Bill seconded to Authorize the publication of the proposed budget public hearing notice as presented. Motion carried unanimously. So moved.**

B. Ratification of Association of Washington Cities (AWC) Workers' Compensation Group Retrospective Program Participation Agreement

CTS memo K-11 was reviewed. Wendy mentioned by working with AWC, CTS could save money on their premiums. CTS's information was reviewed and so far has been favorable. The numbers would start showing savings in the next year or two. There's a possibility that CTS could be rejected for the program or be placed in a different category. There is potential to receive more money back than what was put into the program. Patrick asked about the specific cost savings and those are \$19,000. The refunds are looked at in three year chunks. CTS pays a 7 percent service fee. Geneveve asked how much CTS pays. Wendy replied that \$172,000 is paid to the state. The fees that CTS pays the administrator is \$11,217. Dennis asked about the City of Sequim or City of Forks sponsorship. Wendy clarified that the City of Forks approved this last Monday. Genaveve asked if the bottom line benefit is saving employee's time. Clint added that AWC has professionals on staff who know how to deal with situations better than CTS staff so they will be able to manage claims better. Clint spends a lot of time managing these claims now and AWC will do a great job in managing these. Patrick felt that the pros were beneficial. Bill shared the county's experience with this program. He said they have seen the benefits but for a cost. Jim shared that retro programs are good programs, when they work. He said that this was a good incentive to get a financial advantage out of it.

Dennis motioned and Bill seconded to approve CTS Resolution No. 45:2015 for the purpose of ratifying the General Manager's execution of a participation agreement with the Association of Washington Cities (AWC) to join its Workers' Compensation Group Retrospective Rating Program as a non-city entity effective January 1, 2016. Motion carried unanimously. So ordered.

Geneveve asked about the timeframe. Wendy clarified this and suggested that staff come back in a year with a report. Genaveve felt that was a good idea. (Jim left the meeting at this time -1:42 p.m. He said he was in favor of all remaining action items.)

C. Authorizations for General Manager for Capital Funds Procurements for Paratransit Vehicles and Fuel Dispensing Stations

Wendy reviewed CTS memo K-12. **Dennis motioned and Juanita seconded to approve CTS Resolution No. 46:2015 for the purpose of authorizing the General Manager to execute contracts and authorize procurements directly related to expending 2015-2017 Washington State Department of Transportation (WSDOT) Consolidated State and Federal Grant Program funds in an amount not to exceed \$863,000 for replacement of paratransit Americans with Disabilities Act (ADA)-compliant vehicles with consideration for alternative fuels dispensing stations in accordance with the system's adopted procurement policy. Motion carried unanimously. So ordered.**

D. Adoption of 2016 Board Meeting Schedule

Genaveve motioned and Bill seconded to approve CTS Resolution No. 47:2015 for the purpose of establishing its meeting schedule for 2016 on an annual basis. Motion carried unanimously. So ordered.

E. Update of 2015 Nonrepresented Personnel Salary and Wages Schedule

CTS memo K-9 was reviewed. Wendy clarified that this is to add an additional office assistant position. With the loss of Nancy Vivolo passing away, there will be a restructuring of programs related to Nancy's position. Clint clarified that Nancy had a lot of responsibilities and listed those. At this time the vanpool responsibilities are being taken over by another employee who will take on the fill duties when the office assistant becomes a position. This would be a full-time position which would free up time for other employees. The three Operation Supervisors are training in that field for paratransit supervision and will no longer be solely responsible for fixed route. The paratransit Lead Dispatcher position has been re-implemented to help with the day-to-day operational items such as paperwork and leave requests. The assistant will help the department to move forward and smooth out the processes. Patrick commented on the loss of Nancy by sharing a personal story.

Bill motioned and Dennis seconded to approve CTS Resolution No. 48:2015 for the purpose of approving an update of the salaries and wages schedule for non-represented personnel employed by the Clallam Transit System and revising CTS Resolution No. 6:2015, as amended. Motion carried unanimously. So ordered.

IX. For Board Discussion and Information

A. Items of Interest

1. Authorization to Surplus Vehicles – 509, 517, and 518

CTS memo J-37 was reviewed. Kevin said that three vehicles were surplus. By November 11 all three vehicles were sold. He mentioned that CTS used the public surplus auction site and recommends that site. The

surplus policy allows Wendy to make the executive decision to sell these vehicles.

2. Status Update: Surplus Vehicles Results
CTS memo K-8 was reviewed. No discussion.
3. Posting of CTS Board Meeting Packets to System Website
Mary Bower reviewed CTS memo K-7. This will allow the public to view the board packets. Samantha Benedict is building a new website which will help pull these new processes together with new equipment. At the beginning of December the website will be “frozen” until the new website is displayed and ready. Genaveve asked if this would save the costs for Inside Out Solutions and Mary said yes. Dennis asked about the privacy of the public packets. These are public information.
4. Status Update: Minor Service Change to Route No. 14-Forks
Clint said moving a run out to Forks and for eliminating a deadhead run. Moving the run to the Forks base allows the addition of an 11:15 a.m. from Port Angeles to Forks, where there had previously been a lack of service. Juanita clarified the timing of the runs. This adds revenue service for the approximate cost of \$1,200 annually.
5. Status Update: Municipal Research and Services Center (MRSC) Rosters – Washington Public Agency Contract
Kevin reviewed CTS memo K-5 regarding the small works roster. The cost is \$120 a year and it provides a list of registered vendors to choose from which will provide a better list when reviewing vendors. This will be especially beneficial for small projects. There are several different categories of vendors. Genaveve mentioned that this seems to be worth the fee. Patrick wanted to ensure that CTS is utilizing as many local contractors as possible. Wendy stated that we can lead vendors to this source to help them as well.

B. Staff Reports

1. Operations Department Report
Clint reviewed CTS memo K-3. Fixed route boardings decreased in October. Paratransit ridership also decreased. He talked about the additional ridership during Try Transit week. Clint mentioned that staff rolled out a customer advance notification system through Paratransit. Clint shared a story of a customer who appreciated the new service. Hopefully what staff will start seeing is a reduction in no shows or late cancellations by providing increased customer service. Genaveve asked about the stories shared to employees, as far as marketing to increase ridership. Patrick mentioned that word of mouth was the best marketing. Wendy added that there is a presence of community on the buses and new riders got to experience CTS. Wendy mentioned that one of the Try Transit winners was concerned about the flag stops.
2. News Release: Transit Services Available on Day After Thanksgiving Holiday

Mary referred to the news release and talked about the other ways CTS notified the public.

3. "Try Transit Week" and 35-year Service Anniversary Follow-up
CTS memo K-14 was reviewed. Wendy mentioned that staff's intentions were to put together a game that helped to get local riders on buses and have an enjoyable time. Discussion of the game and the impact it had on the riders and outlets followed. Patrick suggested that there should be "a day in the life of the bus" story prepared. Wendy mentioned that there are community college ridership programs and blogs that CTS was attempting to link up with.
4. Other Reports- None.

B. Board Open Discussion

Patrick mentioned Suzie Bennett, who manages the local heritage center. She asked about a new mural in downtown Port Angeles. There is a muralist from the Native American community that works well with youth. A site for the art has been selected, the concrete wall behind the farmers market area at the Port Angeles Gateway Transit Center. The City of Port Angeles has the responsibility of maintenance and upkeep of that wall. On Thursday at 6:00 p.m. the matter is being presented to the Parks and Recreation Board. The idea is to install a mural at the wall; funding will be coming from a First Federal Foundation application. \$5,000 has been approved through the foundation. The Lower Elwha Klallam Tribe will also contribute. Ultimately the responsibility to upkeep the wall will fall on the city. Wendy added that it may be appropriate for her to front this project and be able to speak on behalf of Clallam Transit and their vision for the wall. There were no objections. Genaveve asked if the artist's work is viewable online. Patrick continued to describe what the mural may look like.

Mary also presented the Amalgamated Transit Union (ATU) newsletter that had featured a large article in regards to the 35th anniversary.

X. Executive Session- None.

XI. Adjourn

Genaveve motioned and Bill seconded to adjourn the Board Meeting at 3:03 p.m. Motion carried unanimously. So ordered.

Next meeting: Monday, December 21, 2015, at 1:00 p.m. at the Clallam Transit System, 830 West Lauridsen Boulevard, Port Angeles, Washington 98363.

Respectfully Submitted,

Samantha Benedict
Administrative Services Assistant
Deputy Clerk to the Board

Enclosure: Appendix A